

Weekly Management Report

December 7, 2018

1. **Synopsis** Planning Board Actions of November 26, 2018
Community Development Department
2. **Minutes** Civil Service Board meeting held November 7, 2018
Management Services Department
3. **Report** October 2018 Operating Results
Burbank Water and Power Department
4. **Synopsis** Transportation Commission Meeting of
November 19, 2018
Community Development Department
5. **Synopsis** Planning Board Actions of December 3, 2018
Community Development Department
6. **Memo** 2019 Downtown Burbank Car Classic
Event Schedule
Community Development Department
7. **Notice** Cancellation of Regular Meeting and Notice of Special
Meeting to be held on December 10, 2018
Burbank-Glendale-Pasadena Airport Authority



memorandum

DATE: November 27, 2018

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 

SUBJECT: **Planning Board Actions of November 26, 2018**

At the Special meeting of November 26, 2018, the Planning Board discussed the following items:

Site Visit

1. **Media Studios Project Site (Planned Development (PD) Extension) | 2233, 2255 N. Ontario Street, 3333, 3355, 3377 Empire Avenue**

The Board conducted a site visit at the proposed Media Studios Project. The project includes the development of a 160,447 Adjusted Gross Square Foot (AGSF) office building on a portion of the 11.38-acre existing Media Studios Campus. The applicant, Leo Divinsky, led the tour of the project site and discussed the purpose of the proposed project, detailed where and how the project would be constructed, and provided an explanation for the requested 10-year extension on their existing Planned Development – PD 89-7. No members from the public attended. In addition, no decisions were made by the Board.

Attendance

Present: Rizzotti, Eaton, Hadian, Liu, Atteukenian.
Absent: None.

November 7, 2018
4:30 p.m.

The regular meeting of the Civil Service Board was held in the City Council Chambers of City Hall.

Roll Call

Members present: Linda Barnes, Secretary
Iveta Ovsepyan
Miguel Porras

Members not present: Jacqueline Waltman, Chairperson
Matthew Doyle, Vice-Chairperson

Also present: Jennifer Becker, Deputy Financial Services Director
Michael Carson, Information Systems Analyst IV
Marisa Garcia, Ast Parks & Rec Director
Cindy Giraldo, Financial Services Director
Brady Griffin, Human Resources Manager
Charmaine Jackson, Senior Assistant City Attorney
David Lasher, Administrative Analyst II
Betsy McClinton, Management Services Director
Sherry Richardson, Administrative Officer
April Rios, Human Resources Manager
Rene Sanchez, Human Resources Technician II
Jessica Sandoval, Executive Assistant
Julianne Venturo, Ast Management Services Director

Additional Agenda Items

None

Open Public Comment Period of Oral Communications

None

Approval of Minutes

MOTION CARRIED: It was moved by Mr. Porras, seconded by Ms. Ovsepyan and carried 3-0 to approve the minutes of the regular meeting of October 3, 2018.

Proposed Amendments to Classification Plan

- **REVISION OF THE TITLE AND SPECIFICATION FOR THE CLASSIFICATION OF GRANTS & REVENUE MANAGER TO REVENUE MANAGER**

MOTION CARRIED: It was moved by Ms. Ovsepyan, seconded by Mr. Porras and carried 3-0 to approve the revision of the title and specification for the classification of Grants & Revenue Manager to Revenue Manager.

Recruitment and Selection Report – October 2018

RECOMMENDATION: Note and file.

Appointments and Assignments

For the month of November 2018, there were three provisional appointment extensions, one temporary appointment extension, and one temporary assignment extension needed. The extensions were being sought on behalf of the Public Works Department, Burbank Water and Power Department, Information Technology Department, and the Parks and Recreation Department.

MOTION CARRIED: It was moved by Mr. Porras, seconded by Ms. Ovsepyan and carried 3-0 to approve the Appointments and Assignments for the month November 2018.

Adjournment

The regular meeting of the Civil Service Board was adjourned at 4:48 p.m.

Julianne Venturo
Assistant Management Services Director

APPROVED:

Jacqueline Waltman, Chairperson

DATE

Linda Barnes, Secretary

DATE



7A.

**CITY OF BURBANK
BURBANK WATER AND POWER
STAFF REPORT**

DATE: December 6, 2018
TO: BWP Board
FROM: Jorge Somoano, General Manager, BWP
SUBJECT: October 2018 Operating Results

SAFETY

Burbank Water and Power had no new reportable lost time injuries during the month of October 2018.

Water Results of Operations

For the month of October, Potable water usage was 1% (7 million gallons) lower than budgeted and Potable Water Revenues were \$126,000 lower than budgeted. Recycled water usage was 7% (8 million gallons) lower than budgeted due to lower than planned irrigation. Recycled Water Revenues were \$41,000 lower than budgeted. October Water Supply Expenses were \$16,000 higher than budgeted. October's Gross Margin was \$179,000 lower than budgeted. Net Income was \$332,000, which was \$179,000 lower than budgeted.

October fiscal-year-to-date (FYTD) Potable water usage was slightly (6 million gallons) higher than budgeted. FYTD October Potable Water Revenues were \$174,000 lower than budgeted. FYTD recycled usage was at budget and Recycled Water Revenues were \$7,000 lower than budgeted. FYTD Water Supply Expenses were \$97,000 higher than budgeted. The FYTD October Gross Margin was \$256,000 lower than budgeted. Operating Expenses were \$392,000 better than budgeted. Net Income was \$2,379,000, which was \$148,000 better than budgeted.

Electric Results of Operations

For the month of October, electric loads were 8% lower than budgeted due to conservation. Retail Sales were \$1,062,000 lower than budgeted. October Power Supply expenses were \$752,000 lower than budgeted primarily due to delayed delivery of renewable energy and economic dispatch. October's wholesale margin was \$39,000 lower than budgeted. October's Gross Margin was \$350,000 lower than budgeted. Net Income was \$1,635,000 which was \$350,000 lower than budgeted.

FYTD October electric loads were slightly higher than budgeted due to warmer than normal summer temperatures. Retail Sales were correspondingly \$1,616,000 higher than budgeted. FYTD Power Supply Expenses were \$1,615,000 higher than budgeted primarily due to higher energy and fuel prices and a ten-day unplanned outage at IPP. FYTD wholesale margin was \$35,000 better than budgeted. FYTD Gross Margin was \$282,000 lower than budgeted. October FYTD Operating Expenses were \$1,506,000

better than budgeted. Net Income was \$9,073,000 which was \$1,204,000 higher than budgeted.

WATER DIVISION

State Water Projects and Burbank Operating Unit (BOU) Water Production

The California Water Fix passed a major milestone on April 10 when the Metropolitan Water District of Southern California (MWD) Board voted 61% to 39% to proceed with the full two tunnel project and finance the full unsubscribed share of the estimated construction cost to move the project forward. MWD's share is \$10.8 billion or 67% of the cost and capacity of the project. It is estimated that would affect retail customers' future monthly water bills by \$4.80 when the project is completed. It is also strongly anticipated that Central Valley farmers, south of the Delta, will be paying proportionate use fees to move their water offsetting costs to MWD customers. The Santa Clara Valley Water Authority (SCVWA) voted in early May to fund their share of the California Water Fix and explore participating in an unsubscribed portion of the project. The Delta Conveyance Design and Construction Joint Powers Authority (DCA) was formed and met for the first time on May 14. The DCA will sell bonds for project financing and direct design and construction. Now that the funding question has been resolved, permitting and design will go forward despite many protests by the project opponents. Notwithstanding the aforementioned events and actions, MWD conducted a revote on the California Water Fix at the July 10 Board meeting to bypass a protest by external parties, which claim there may have been a violation of the Brown Act prior to the vote. MWD counsel has determined that no violation took place but the revote eliminated any continuing protests regarding the complaints. The Delta Stewardship Council issued a draft staff prepared Council determination on November 8 that the appeals to the Department of Water Resources (DWR) certification of consistency with the Delta Plan for its California WaterFix Project have merit and that substantial does not exist in the record to support DWR's findings that the California WaterFix is consistent with the Delta Plan's co-equal goals or Delta Plan policies. The Council held a workshop on November 15 to receive comments on the staff draft Determination and will take action on the draft Determination at its December 20-21 public meeting. There is also some concern about the seven members of the council as some are recusing themselves due to potential minor financial conflicts while one long time vocal opponent of the project is not considering recusal. Upholding the DWR certification will allow design and construction of the project to begin.

Governor Brown issued Executive Order B-40-17, on April 7, 2017, recognizing that the drought was over in California, with the exception of 4 counties in the Central Valley that rely on depleted groundwater basins. The Executive Order does state that the Orders and Provisions in "Making Water Conservation a California Way of Life" remain in full force and effect. This includes: "The Department of Water Resources (Department) shall continue work with the Water Board to develop standards that urban water suppliers will use to set new urban water use standards that urban water suppliers will use to set new urban water use efficiency targets as directed by Executive Order B-37-16. Upon enactment of legislation, the Water Board shall adopt urban water use efficiency standards that include indoor use, outdoor use and leaks, as well as performance measures for commercial, industrial and institutional water use". Some language is also

directed at conserving recycled water which is not in short supply. This would impact Burbank's use of recycled water. The Department shall provide technical assistance and urban landscape area data to urban water suppliers for determining efficient outdoor use. These water use standards must be in place by May 20, 2021, but the State Water Board may set interim standards to ensure progress before the long term standards are adopted in 2021.

This promises a significant intrusion by the State into detailed water use decisions in Burbank, as well as any other water purveyor, beyond simple efficient volumetric use of water. BWP is paying close attention and working with regional and industry groups to comment on, and influence, the development of these standards. As noted above, these actions require enabling legislation which was passed by the legislature this year. The legislature is considering "clean up" language in the next session. Burbank should energetically pursue this, particularly as it relates to recycled water use.

Legislation is also moving forward for the state to fund operation and maintenance of water facilities in disadvantaged communities, as well as separate legislation to provide low income rate assistance. Both of these efforts are moving forward under the auspices of water as a basic human right as defined by the California Legislature. One means of paying for these initiatives is proposed as fees attached to individual consumers' water bills as opposed to funding through the State General Fund. The Governor has also included this funding mechanism in the proposed state budget. This approach is highly contested by water agencies and is active in the current legislative session. The proposed monthly \$1 fee on water bills is now proposed as a voluntary contribution that may be opted out of by the customer. The proposal did not pass this year but will be brought back in the next session.

The following table shows Burbank water use in terms of per capita daily water use in gallons per person per day. It begins in 2009 with the requirement of a 20% reduction per capita in baseline use by 2020. It shows actual per capita water use reduction as well as the Governor's Goal in the Executive Order requiring a 25% reduction although the percentage reduction in the table is measured against the 2009 baseline. Burbank met the 25% reduction in the Executive Order.

Year	20% by 2020 (Baseline)	20% by 2020 (Goal)	2012 (Actual)	2014 (Actual)	2015 (Actual)	2016 (Gov.'s goal)	2016 (Actual)
GPCD	193	155	149	162	139	125	117
Reduction of Baseline %	0%	20%	29%	16%	28%	35%	39%

Burbank consistently met the reduction requirements by utilizing the appropriate stages of the Sustainable Water Use Ordinance. Initially, it was Stage III that limited watering to two days a week in the summer and one day a week in winter. With experience and some relaxation of the State mandate, Burbank currently limits outdoor watering to three days a week year round. This is now embodied in the Burbank Sustainable Water Use Ordinance in Stage I and is the "New Normal" in Burbank. The effect of the three day a week watering limitation will continue to be monitored. Given potential future actions by the State, Burbank appears well positioned to meet the future requirements. Water use in Burbank in October 2018 was 142 GPCD with 133 GPCD for the Fiscal Year ending

on June 30. This is an 11 GPCD increase from the year before. Monthly GPCD in October was affected by relatively cooler weather. Calendar year 2017 water use was 130 GPCD, up 8 GPCD from 2016 reflecting some rebound in outdoor watering and a dry autumn. Besides conservation measures, Burbank made significant strides in converting major irrigation and building cooling towers to recycled water which is 100% conservation that will continue year after year. BWP continues to work with customers to utilize recycled water where practical, but recognizes that the largest users have already been converted.

Due to the bountiful 2017 water year, MWD added excess water supply of 1.3 million acre-feet beyond its 2017 demand to its storage facilities. The available water exceeded MWD's capacity to place water into its storage facilities so MWD created a Cyclic Storage Program to allow Member Agencies to store water in their groundwater basins and then pay for the water when they take it. At the end of December 2017, Burbank had spread a total of 5,674 acre-feet in the MWD Cyclic Storage account for future purchase as well as the budgeted annual purchase of untreated volumetric water of 7,200 acre feet in the FY17/18 budget. BWP began spreading water on October 1, and plans to spread 7,200 acre-feet through December, 2018. It is anticipated that the Pacoima spreading ground will not be available in October in 2019 due to construction. We will then draw down our Cyclic Storage.

The initial allocation for the 2018 State Water Project (SWP) was 15% on December 1, 2017. The allocation was increased to 20% on January 29, 2018. The SWP allocation was increased to 30% on April 24 and then to 35% on May 24. A SWP allocation of 35% with moderate demand from member agencies has the system in near balance and will only require minor withdrawals from what MWD has in storage. Construction repair work on the Oroville Dam Spillway began again at the beginning of May. The lake level has been held lower to allow an earlier start on this years' construction. The relatively low level of the lake through the winter is one factor in an initial lower SWP allocation. The repair work on the main spillway was completed on November 1. It appears Lake Oroville will be approved for near "normal" operational storage levels this winter.

City Council approved two agreements on September 11 covering future operation of the Burbank Operable Unit (BOU). The agreements will allow well water from North Hollywood to be brought to the BOU for treatment and the treated/blended water from the Valley Pumping Plant will be delivered into the Los Angeles potable water system. One agreement is between Burbank and Los Angeles and the other is between Burbank and Lockheed Martin Corporation. Lockheed is responsible for all infrastructure costs and the additional operational costs going forward per the Consent Decree. This assures the continuance of the payment of all BOU costs by Lockheed Martin well into the future.

The BOU was 84.11% available for service in October 2018. Four Liquid Phase Granulated Carbon Filters were offline at the beginning of the month for carbon change out. All four came back online through the first half of the month and one filter went offline on October 12 and remained offline through month end. All wells were in service. BWP is maximizing BOU production by optimizing the blend with MWD treated water. Lower ground water levels are impacting the operational efficiency of the BOU wells. Testing of drawing water from lower levels in the aquifer, by deflating the "packers" in the lower portion of the well casings and boosting well pumping rates, began on May 14 and was complete at the beginning of July. This was a 10 week testing program and showed initial

promise. We received a draft copy of the report at the beginning of November and are reviewing it.

Availability	Production	Average Flow Rate (gallons per minute)
84.11%	66.33%	5,960

PROJECT UPDATES:

Work began in mid- July on installing 2,800 l.f. of 8-inch ductile iron recycled water main in Olive Ave. from Virginia Street to Flower Street. The project was completed in mid-November.

Programming and wiring for the Burbank/Los Angeles potable water interconnect was completed in September. System testing was complete in November. The connection is scheduled for mid-December.

Seismic valve actuators are currently being installed at Reservoirs #1, #4 and #5; valve control software was installed in late July 2017 which will enable BWP to program the closing positions of the valve actuators. Lower voltage motor operators are being installed to simplify the backup power requirement. Programming is projected to be finished in late December.

Work began in March on replacing plug and pressure reducing valves in the blending facility at the Valley Pumping Plant. The second pressure reducing valve was installed in late October and the plug valves are expected to be installed by mid-December. The extended schedule is due to the long lead time to procure valves.

Construction is complete by Williams Brothers on the recycled water distribution main extensions into Los Angeles. The cost of this work is being fully reimbursed by LADWP. A Notice of Completion has been recorded by the County. Now that the Notice has been recorded, BWP has paid the retention to the Contractor and has sent the final invoice to LADWP for reimbursement. LADWP's schedule to activate the mains to deliver recycled water into Los Angeles, per our exchange agreement, estimates activation of most connections taking place in December of 2018 and going into FY 2019/20.

Work began and was completed in November to replace the caustic solution in the emergency chlorine scrubber at the Valley Pumping Plant. This maintenance is required every few years to maintain the emergency chlorine neutralizing capacity.

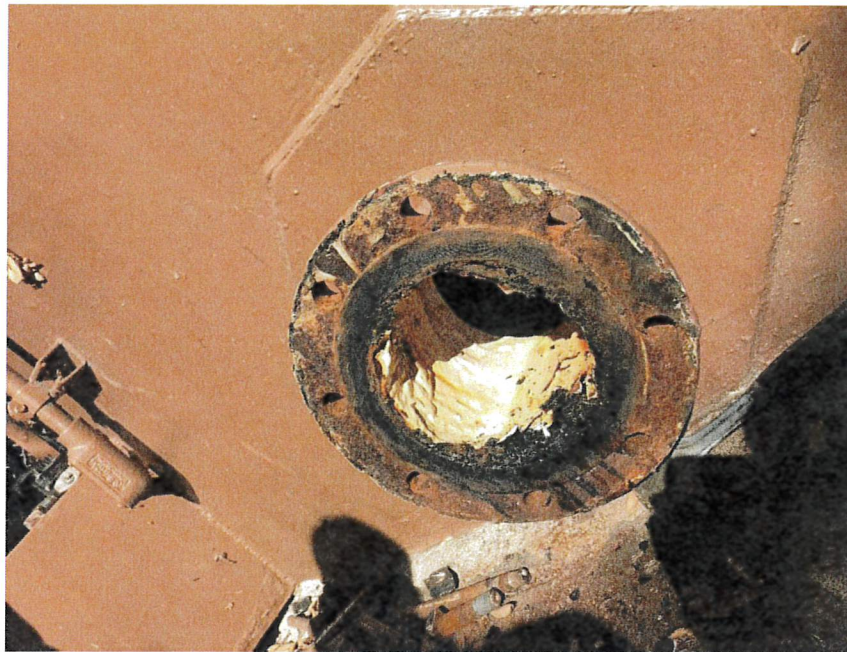
On April 14, 2016 a new Waste Discharge Requirements and Water Recycling Requirements Permit was granted to the City of Burbank by the Regional Water Quality Control Board. This brought the City into full compliance by recognizing the use of recycled water (RW) in cooling towers. A Waste Water Change Petition was submitted to the State Water Resources Control Board (SWRCB), Division of Water Rights. The

purpose of the petition is to amend Burbank's water rights to our RW account for our recent expansion of use and for our plans of additional use 10 years into the future. The order approving Change in Place of Use, Purpose of Use and Quantity of Discharge was issued April 20, 2018.

Conversions to recycled water in September included Bret Harte School, PPG Aero Space, Costco Gas Station, BWP Fleet Building Evaporative Coolers and the Castaway remodel fire system. There were no conversions in October. Conversions in the latter part of 2018 include Talaria and Nickelodeon and the Chevy dealership on Olive Avenue.

The Beachwood Sewage Lift Station operated by the Burbank Public Works Dept. suffered a complete failure of their pumping capability on April 1. This station pumped approximately half of Burbank's sewage flow to the reclamation plant where recycled water is recovered. The flow is now bypassed to Los Angeles for treatment. This situation has significantly reduced the availability of recycled water and at certain times of the day requires potable water to be added to the Recycled Water System. There are three pumps installed at Beachwood and they failed, one at a time, across a number of months. BWP is juggling the daily demands on the system to reliably serve our customers. BWP is coordinating with the contract operator at the reclamation plant to minimize the addition of potable water make up in to the recycled system during times of low flow at night. However, BWP is adding potable water to the recycled system to prevent loss of delivery to customers. From April thru October, we have added 125 acre-feet (40.7 million gallons) of potable water to the recycled system. To meet demand, stretch the limited recycled supply, and limit the amount of potable water added to the system, BWP also began supplying non-potable well water, 96 acre-feet to date, through the BWP Campus GAC unit to MPP. Total cost of supplemental water to the recycled system since April, including additional labor, is \$286,881. BWP is also bringing recycled water down from the upper zone reservoirs to feed Zone One when the potable water makeup at the Pump Station 1 wet well can't keep up with demand. Burbank Public Works Department has engaged Lee & Ro, Rasic and their subcontractor Hidrostal (pump manufacturer), in expediting all necessary repairs to the pumps and modifications to the station to get the system back in full operation. Efforts to date have included: 1) removal, dismantling and inspection of 2 of the 3 failed pumps; 2) development of specifications to rebuild and modify the pumps; 3) inspection of the pump station to identify issues; and 4) development of a scope of work to modify/repair the pump station. At the time of this report it was anticipated that the station would be operating for testing the week of December 10.

Pictured below are 6-inch valves at Twin Tank No. 1 that were broken and needed replacement. The photos show tank inlet/outlet after the broken valve was removed and the new valve and inlet/outlet piping.



Photos below show the 8-inch Recycled Main Project in Olive between Virginia and Flower. The photos show completion of the last section of saw cutting and the final pipe connection at the intersection of Victory and Olive.





The photo below of 4300 Alameda shows the 6-inch fire service straight piped through a vault which is abandoned.



DISTRIBUTION

ELECTRIC RELIABILITY

In October 2018, BWP experienced two sustained feeder outages. In the past twelve months, automatic reclosing has reduced customer outage time by approximately 982,361 customer minutes.

Reliability Measurement	November 2016- October 2017	November 2017- October 2018
Average Outages Per Year (SAIFI)	0.4886	0.3122
Average Outage Duration (CAIDI)	20.73 minutes	39.98 minutes
Average Service Availability	99.998%	99.998%
Average Momentary Outages Per Year (MAIFI)	0.1534	0.2346
No. of Sustained Feeder Outages	11	9
No. of Sustained Outages by Mylar Balloons	2	3
No. of Sustained Outages by Animals	1	0
No. of Sustained Outages by Palm Fronds	4	1

PROJECT UPDATES

Ontario Substation

In October, two power transformers were delivered to the site and a 550-ton crane was used to place them into their final positions at Ontario Substation. These 33.6 MVA units transform 69 kV subtransmission voltage to 12.47 kV distribution voltage.



First Ontario Transformer Lift



Second Ontario Transformer Lift

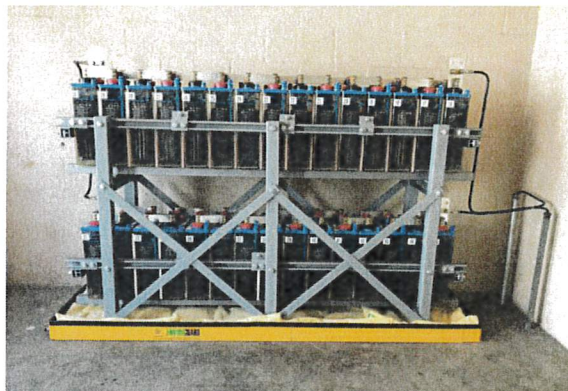
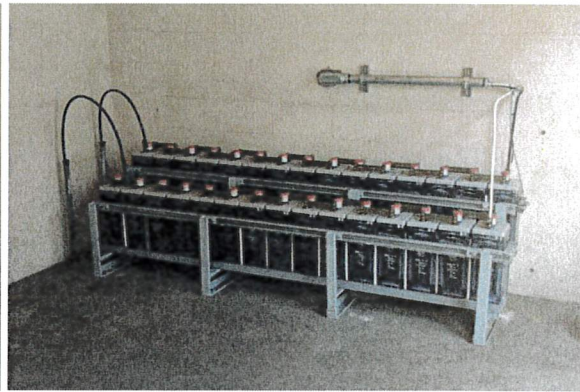
Battery Replacement at McCambridge Substation

Substation batteries provide backup power for the control and protection equipment, performing a vital role in the reliable operation of the substation in case of a substation power outage. BWP maintenance crews conduct regular inspection and testing on the batteries to keep track of the battery's conformance to established performance specifications to ensure substation reliability. Based on previous battery test results, it was recommended to replace the battery bank at McCambridge.

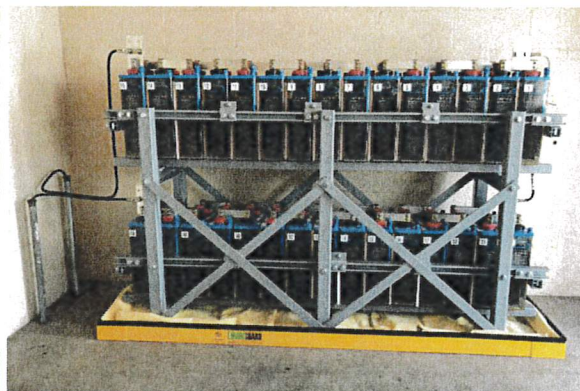
Sixty new batteries, battery rack, spill containment, and battery charger capacitors were recently installed at McCambridge in October.



Battery Bank – Before Installation



Battery Bank – After Installation



STREET LIGHTING

LED Replacement Program

In accordance with the 2014 Street Lighting Master Plan, BWP began replacing 100W and 250W HPS streetlight luminaires with LED luminaires. Replacement is carried out on a maintenance basis and LEDs are installed daily as the HPS luminaires burn out. Currently, the CREE XSPR LED 42W has been selected to replace the 100W HPS luminaire and the CREE XSP2 LED 101W replaces the 250W HPS luminaire. To date, 49.54% of the total streetlight luminaires have been converted to LEDs which translates to an annualized energy savings of 2,414MWh or a 26.05% reduction in energy consumption. LED conversions have also reduced evening load by 551kW, which shortens the “neck of the duck curve” and reduces the amount of energy generation that BWP needs.

CUSTOMER SERVICE

Burbank Town Center EV chargers

With the September 10 opening of the largest public electric vehicle (EV) charging location in Burbank, BWP now operates 16 Level 2 (240 volt) EV chargers at Burbank Town Center.

BWP offered a free daytime charging holiday during the month of October, where drivers were able to use the chargers for free between 8am to 4pm. This charging holiday helped promote awareness and use of the chargers, and assisted BWP with facilitating the integration of renewable energy, specifically solar, that is available during the daytime.

To promote the charging holiday and celebrate the Burbank Town Center's role in this project, the Chamber of Commerce held a ribbon cutting ceremony on October 17.



Electric Vehicle (EV) Charging Program

With the 16 new stations mentioned above, 42 public EV charging stations are in service, including a DC Fast Charger and 14 curbside stations. As of July 1, 2018, Time of Use (TOU) pricing for public EV charging is 17.36 cents per kilowatt hour (kWh) for Level 1 and Level 2 charging during off-peak hours. Between the hours of 4pm and 7pm during the summer, pricing increases to 30.39 cents per kWh. For the DC Fast Charger, the charging rate is 28.17 cents per kWh, increasing to 49.31 cents per kWh during peak hours. Staff continues to monitor usage and maintenance issues.

Month of usage	Usage in kWh	Gross Revenue	GHG reduced in kg	kWh/ Station/ Day	% Peak Sessions	Parking Occupancy	Charging Occupancy
Oct 2018 ⁴	23,141	\$3,957	9,719	18	20%	24%	21%
Sep 2018 ⁴	18,592	\$3,665	7,809	17	18%	23%	20%
Aug 2018	18,613	\$3,757	7,818	23	21%	27%	23%
July 2018 ³	19,352	\$3,909	8,128	23	19%	28%	24%
Jun 2018 ¹	18,561	\$3,697	7,796	22	20%	29%	24%
May 2018	20,512	\$3,695	8,615	24	19%	32%	27%
Apr 2018	20,643	\$3,729	8,670	25	20%	30%	25%
Mar 2018	19,414	\$3,459	8,154	22	21%	26%	22%
Feb 2018	19,884	\$3,666	8,351	25	21%	30%	25%
Jan 2018	24,790	\$4,927	10,412	29	21%	30%	24%
Dec 2017	24,402	\$4,757	10,249	28	21%	30%	24%
Nov 2017 ²	21,410	\$3,996	8,992	26	21%	29%	24%
Oct 2017	23,000	\$4,828	9,660	27	20%	32%	27%
Sep 2017	20,755	\$4,307	8,717	25	20%	31%	25%
Aug 2017	22,207	\$4,669	9,327	26	23%	31%	26%
Jul 2017	22,981	\$4,845	9,652	27	22%	30%	25%
Jun 2017 ¹	21,456	\$4,513	9,011	26	23%	31%	27%
May 2017	21,693	\$4,063	9,111	25	19%	29%	24%
Apr 2017	18,699	\$3,461	7,854	22	20%	26%	21%
Mar 2017	20,151	\$3,777	8,464	23	20%	27%	22%
Feb 2017	17,697	\$3,358	7,433	23	21%	24%	20%
Jan 2017	19,499	\$3,611	8,189	23	20%	26%	22%
Dec 2016	17,472	\$3,130	7,338	20	19%	24%	20%
Nov 2016 ²	17,230	\$3,334	7,521	21	18%	25%	20%
Oct 2016	17,976	\$3,705	7,550	21	18%	24%	19%

¹ The higher \$/kWh reflects the start of summer peak pricing for public EV charging.

² The lower \$/kWh reflects the end of summer peak pricing for public EV charging.

³ Usage increased despite 2 curbside stations taken offline due to the elimination of street parking.

⁴ Includes 16 new public Level 2 chargers installed mid-September.

Rooftop Solar

The table below tracks the total number and capacity of installed customer owned rooftop solar photovoltaic systems in Burbank.

Month	Number of Solar Systems Installed This Month	Number of Solar Systems Installed FYTD	Total Solar Systems in Burbank	Total Solar Kilowatts
October 2018	9	23	722	7,351
September 2018	5	14	713	7,289
August 2018	5	9	708	7,256
July 2018*	4	4	703	7,227
June 2018	8	99	699	7,112
May 2018	5	91	690	6,946
April 2018	9	86	685	6,911
March 2018	7	77	676	6,868
February 2018	5	70	669	6,832
January 2018	4	65	664	6,808
December 2017	9	61	660	6,777
November 2017	11	52	651	6,713
October 2017	13	41	640	6,630
September 2017	8	28	627	6,446
August 2017	15	20	619	6,405
July 2017*	5	5	604	6,302
June 2017	12	133	599	6,277
May 2017	8	121	587	5,601
April 2017	7	113	579	5,561
March 2017	8	106	572	5,529
February 2017	8	98	564	5,491
January 2017	21	90	556	5,379
December 2016	12	69	535	5,276
November 2016	8	57	523	5,219
October 2016	10	49	515	5,188

* Start of new fiscal year.

TECHNOLOGY

Broadband Services (ONE Burbank)

	October 2018 New Orders	Revenues for October 2018	FYTD 2017-18 Revenues	FYTD Budget
Lit	2	\$107,877	\$423,066	\$540,000
Dark	1	\$196,540	\$792,685	\$810,000
Total	3	\$304,417	\$1,215,751	\$1,350,000

Values in the table above represent invoiced amounts for monthly recurring revenues only. Actual booked revenues through October 2018 are \$1,225,013.

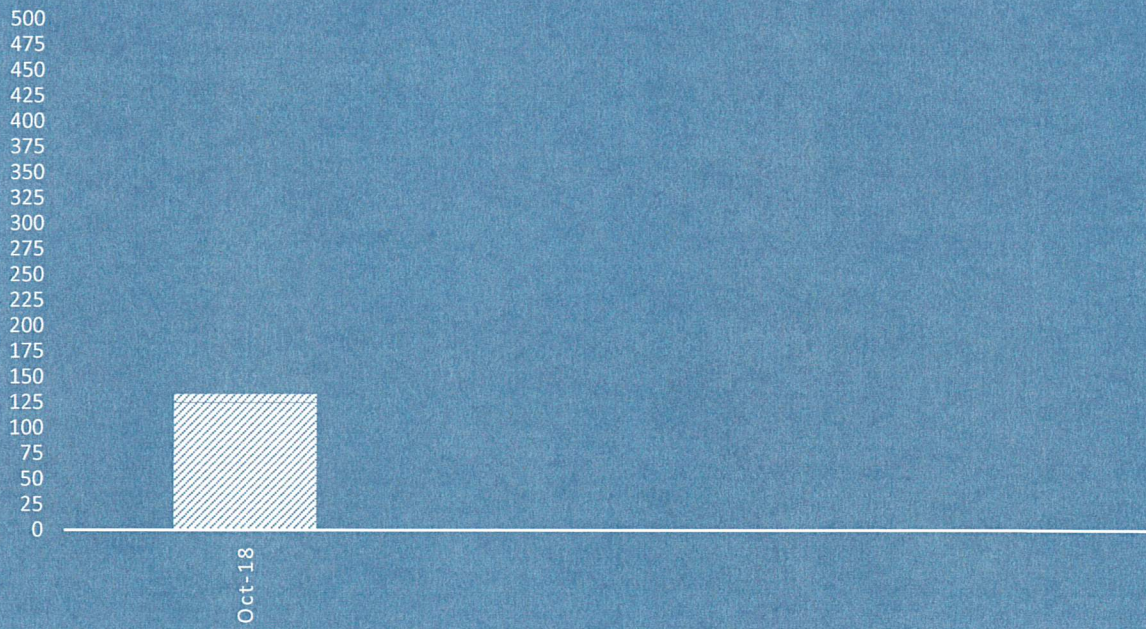
BWP WiFi

On August 17, 2015, BWP WiFi launched throughout the City of Burbank as a free citywide wireless community broadband service.

BWP recently implemented new network security measures to safeguard and improve the reliability of BWP WiFi. These measures streamline overhead traffic and help to eliminate nefarious traffic. End users will experience a more robust, secure network, while BWP's metering assets that use the wireless networks will also be more secure.

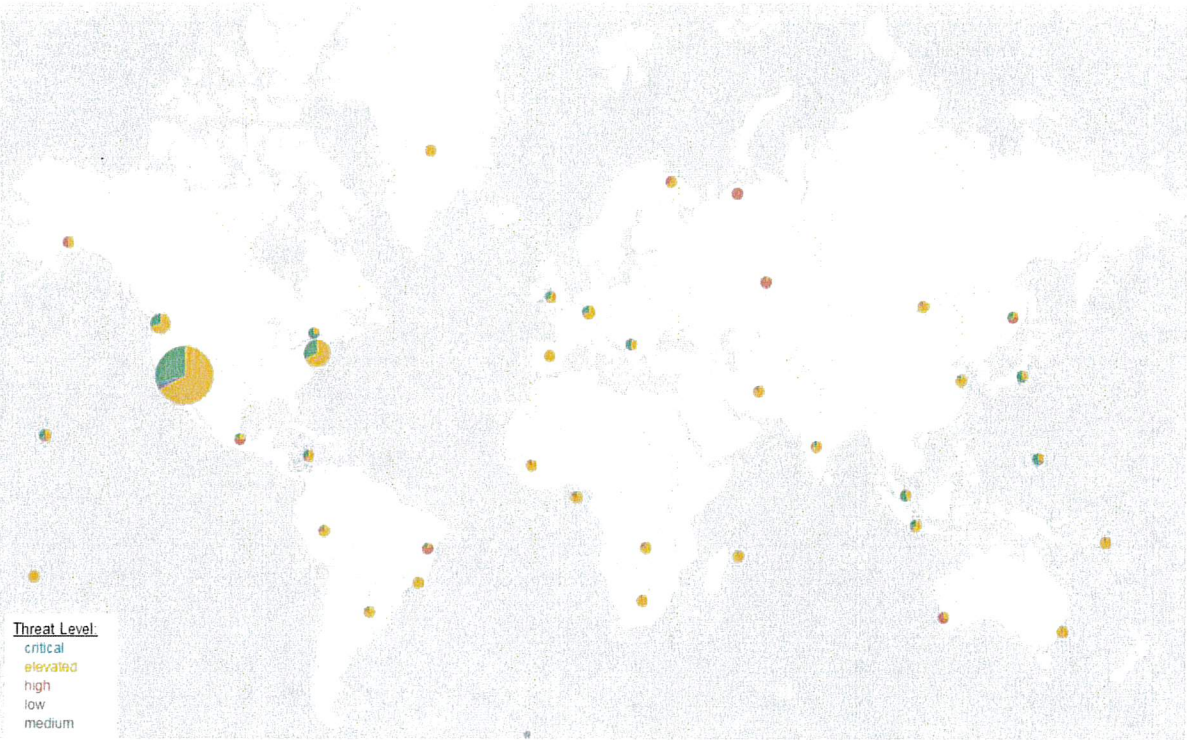
Before these improvements, the number of peak users reported included active users as well as user devices that had disconnected from the network. Now, we are able to report just the number of users that are truly active and communicating to the internet (email, browsing, streaming, etc.) Our reports going forward will provide a clearer and more accurate picture to gauge actual usage of BWP WiFi.

BWP WI-FI PEAK NUMBER OF CONCURRENT USERS BY MONTH

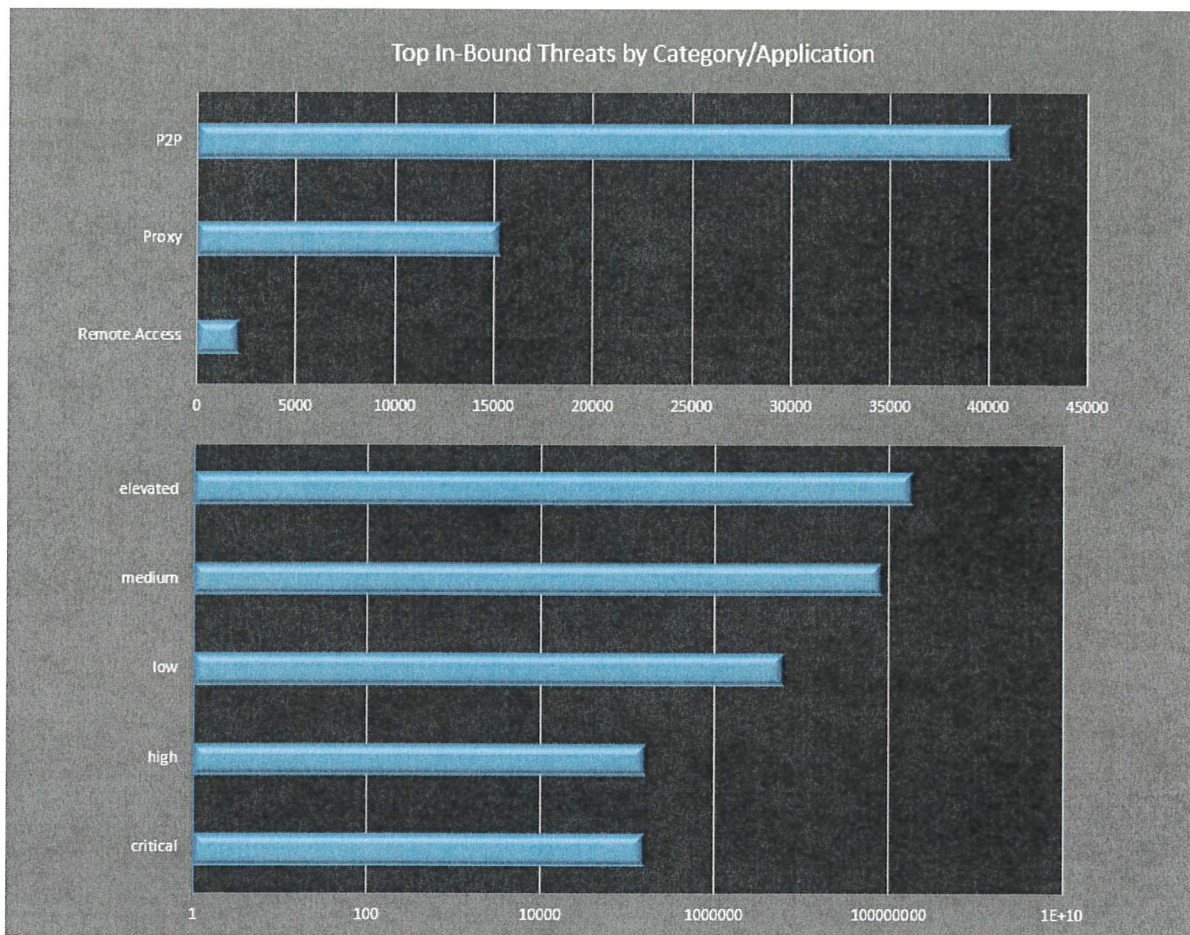


Cyber Security Update – October 2018

The BWP cyber security risk factor is 2.6 out of 5.0 for the month of October. Operational Technology successfully prevented over 271 million cyber security threats of which over 67% were elevated or critical.



In-bound cyber threats by source location



Top In-bound cyber threats by category/application

RISK FACTOR



RISK FACTOR: The risk levels (1=lowest to 5=highest) indicate the application's relative security risk based on a variety of factors and criteria such as whether the application can share files, is prone to misuse, or tries to evade firewalls.

POWER SUPPLY

BWP SYSTEM OPERATIONS:

The maximum load for October 2018 was 232.9 MW at 15:52 pm on Monday, October 1 and the minimum load was 83.6 MW at 05:04 am on Sunday, October 7.

The Burbank power system did not experience extreme heat or natural gas supply issues for October. Copper Mountain Solar 3 experienced normal cloud cover during the month and thus, normal levels of intermittency in its output.

During the month of October, Burbank was under a red flag warning for a few days due to forecasted high winds, low humidity and an increased risk of fire danger. There was no impact to the electrical grid.

ELECTRICITY GENERATION:

BWP Generating Facilities

Unit	Availability	Operating Hrs	MWH (Net)	NO _x , lbs.
Olive 1	0%	0	0	0
Olive 2	0%	0	0	0
Lake 1	100%	0	0	0
MPP	100%	744	142,848	5,851

Olive 1 remained unavailable for generation, in dry storage condition since September 2011, with a 45-day notice required to restart the Unit.

Olive 2 remained unavailable for generation, in dry storage condition since April 2012, with a 45-day notice required to restart the Unit.

Lake 1 was available for generation all month. Lake 1 was not placed online during the month for a total online time of 0 hours.

Magnolia Power Project (MPP)

	October	FYTD	YTD
Availability	100%	96%	97%
Unit Capacity Factor (240 MW)	80%	73%	73%

There were no plant trips or other outages during October 2018.

Tieton Hydropower Project (Tieton)

Tieton generated 3,221 MWh total in October and the annual generation season ended on October 19, 2018. Total 2018 generation was 48,558 MWh and slightly below the average annual generation of 50,142 MWh. Generation is dependent on water flow provided by the United States Bureau of Reclamation, which is dependent on Rimrock

Lake Reservoir Capacity and snowmelt volume along with timing. Mechanical conditions at the plant can also influence total generation and there was an operational restriction applied in 2018 because of turbine runner cavitation wear. Following conclusion of the generation season, major maintenance began on Unit 2 including a turbine runner replacement to address the cavitation wear. Unit 1 is receiving routine annual maintenance.

A wildfire, known as the Miriam Fire, began on July 30 located across Rimrock Lake opposite Tieton and approximately six to seven miles from the facility. The Miriam Fire status changed from clean up to monitoring in late September and firefighting efforts ceased entirely in October as rain and snow helped extinguish any remaining concerns. There was no operational impact to Tieton because of this fire.

ENVIRONMENTAL

Performance

There were no permit violations issued to BWP or MPP during the month of October 2018.

Air Quality

At BWP's request, Lake 1's Title V Permit to Operate is being revised by the South Coast Air Quality Management District (SCAQMD) to allow two starts per day instead of the one start currently allowed. BWP requested this revision to enhance operational flexibility, in particular, to decrease the need to operate Lake 1 for more hours than is operationally necessary during a single day.

More broadly, the SCAQMD is in the process of transitioning its existing market-based regulatory structure (called "RECLAIM") to a command and control regulatory structure. The SCAQMD held a Public Hearing on November 2, 2018 to consider adoption of Proposed Amended Rule 1135, which would update NOx emission limits to reflect Best Available Retrofit Control Technology, establish an ammonia emission limit, and provide implementation timeframes for the transition. The Rule was successfully adopted. BWP staff will continue to work with SCAQMD staff to ensure a smooth transition.

Storm Water Quality

In common with other industrial facilities in California, BWP is required by the State Water Board to collect storm water samples at the BWP Campus. Recent samples have indicated that BWP's compliance practices should be updated. Staff is currently evaluating options for this compliance.

More broadly, the State Water Board is currently amending the Statewide Industrial General Permit for Storm Water Discharges to include additional monitoring requirements and compliance options. BWP is monitoring the changes relative to its operations and actively participating in the State Water Board's rule-making process.

PROJECT UPDATES:

Power Resources

Los Angeles Department of Water and Power Open Access Transmission Tariff Update

Los Angeles Department of Water and Power (LADWP) has implemented a new Open Access Transmission Tariff (OATT) effective September 1, 2017. The new OATT rates affect BWP's cost for services purchased from LADWP under the Balancing Authority Area Services Agreement (BAASA). Changes to the BAASA's cost of services resulting from the new OATT became effective on February 1, 2018.

Annual cost for services				
Service	FY 18/19 Under New OATT rates	FY 18/19 If Old OATT Rates	Variance	% Increase
BAASA Regulation & Frequency Response	\$871,952	\$604,350	(\$267,602)	44.3%
BAASA Contingency Reserves	\$3,462,962	\$3,224,186	(\$238,776)	7.4%
	\$4,334,914	\$3,828,536	(\$506,378)	13.2%

Staff is currently evaluating the new OATT, its impacts, and what next steps should be taken.

Integrated Resource Planning

BWP is finalizing its 2019 Integrated Resource Plan (IRP) which, pursuant to new requirements embedded in Senate Bill 350, is due January 1, 2019. Following the BWP Board's review of a draft IRP at the Board's November 1, 2018, meeting, staff will bring the IRP to Council for its consideration and adoption on December 11, 2018. Per SB 350, the IRP must be approved by the City Council by the January 1, 2019 due date.

Intermountain Power Project (Delta, UT) Renewal Progress

The Intermountain Power Project (IPP) participants involved with the repowering project have agreed to resize the proposed project to 840 MW, instead of the 1200 MW contemplated earlier. This is being called the "alternative repowering." This change came about because there is not enough definite interest amongst the renewal participants for 1200 MW of gas-fired capacity. LADWP believes the majority of the renewal project participants will assign their capacity interest back to LA, which would cause LADWP to be left with more generation than it requires. Resizing the project to 840 MW minimizes this risk, while still satisfying the projected needs of the participants. This change requires all existing participants of the renewal power sales agreement to amend both the original power sales agreement and the renewal power sales agreement to reflect the reimagined gas-fired project in Delta, UT.

This resizing of the planned gas-fired power plant does not affect the transmission capacity associated with the project. But because some current IPP participants have chosen not to participate in the renewal project, BWP's potential Southern Transmission System (STS) capacity allocation (i.e. between Delta and Southern California) could potentially increase. If BWP chooses to participate in the repowering at its maximum allowable generation interest of 35 MW, BWP would be entitled to 127 MW of capacity on

the STS, up from the 108 MW of STS capacity that BWP currently enjoys. These issues are still subject to negotiation, however.

In this connection, BWP went before Council on August 14, 2018, to seek approval to re-file with the California Energy Commission an emissions compliance finding for the alternative repowering. This re-filing was approved by the Council and has since been filed with and approved by the CEC. This re-filing is a duplicate of the initial filing made in 2015 and is required due to the resized alternative repowering.

Power Generation

Landfill Gas to Energy Project Update

Two major milestones were achieved in October 2018: governance approval was obtained from the BWP Board of Directors on October 4, 2018, and from the Burbank City Council on October 9, 2018. The Council adopted a declaration of categorical exemption under the California Environmental Quality Act (CEQA) and authorized the BWP's General Manager to execute the Design-Build Agreement with Mastec Power Corporation (Mastec) and to approve plans and specifications for the Project.

The "Notice of Exemption" for compliance with CEQA was filed with the Los Angeles County Registrar on October 10, 2018. BWP is currently preparing the project's air permit application.

The City's fiber optic cable backbone was extended to the entrance of the site as part of the project to improve remote monitoring and control connection speed and reliability.

FLEET SERVICES

PROJECT UPDATE:

Construction for the Fleet Services Building (FSB) Modification Project continues to progress on schedule. Interior painting and ceramic tile work is complete. Acoustical tile installation is complete, as well as all fire sprinkler drops. Interior cabinetry in new occupied spaces is approximately 95% complete. Asphalt pavement and aggregate rock have been placed on the south side of the building. Interior and exterior building signage has been installed. Final inspection for finish electrical passed on October 31. Substantial completion of construction efforts is scheduled for December 2018, with final project close out in January 2019.



New Men's Restroom

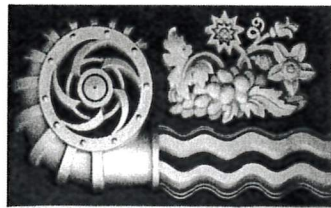


Completed Ceiling Tile & Lighting – New Break Room



Completed Crushed Rock and Asphalt Paving

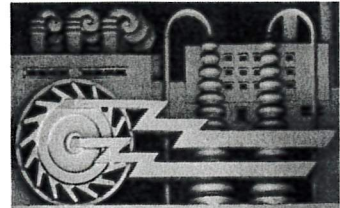
Burbank Water and Power



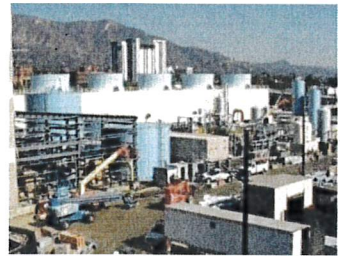
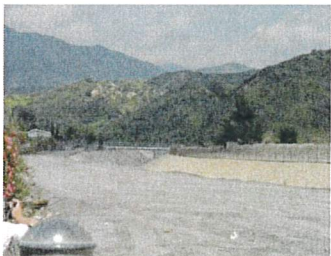
WATER



LIGHT



POWER



**Estimated Financial Report
October 2018**

UNAUDITED

Electric Fund (496)
Estimated Statement of Changes in Net Assets ^{(1) (2)}
MTD and FYTD October 2018
(\$ In 000's except MWh Sales)

MTD FY 18-19	MTD Oct-18 Budget	\$ Variance ⁽³⁾	% Variance		FYTD FY 18-19	FYTD Oct-18 Budget	\$ Variance ⁽³⁾	% Variance
91,333	99,416	(8,083)	(8%) ^(a)	NEL MWh	441,937	440,502	1,435	0% ^(A)
				Retail				
\$ 13,865	\$ 14,927	\$ (1,062)	(7%)	Retail Sales	\$ 67,265	\$ 65,649	\$ 1,616	2% ^(B)
595	595	-	0% ^(b)	Other Revenues ⁽⁴⁾	2,062	2,381	(319)	(13%) ^(C)
8,191	8,943	752	8% ^(c)	Retail Power Supply & Transmission	43,170	41,555	(1,615)	(4%) ^(D)
6,269	6,580	(310)	(5%)	Retail Margin	26,158	26,475	(317)	(1%)
				Wholesale				
530	3,638	(3,109)	(85%)	Wholesale Sales	6,819	22,153	(15,334)	(69%)
478	3,547	3,069	87%	Wholesale Power Supply	6,231	21,599	15,369	71%
51	91	(39)	(43%)	Wholesale Margin	589	554	35	6%
6,321	6,670	(350)	(5%)	Gross Margin	26,746	27,029	(282)	(1%)
				Operating Expenses				
914	914	-	0%	Distribution	3,560	3,728	168	5%
112	112	-	0%	Administration/Safety	376	445	70	16%
274	274	-	0%	Finance, Fleet, & Warehouse	839	1,091	252	23% ^(E)
499	499	-	0%	Transfer to General Fund for Cost Allocation	1,997	1,998	1	0%
392	392	-	0%	Customer Service, Marketing & Conservation	1,457	1,806	349	19% ^(F)
413	413	-	0%	Public Benefits	1,726	1,815	89	5%
185	185	-	0%	Security/Oper Technology	655	692	38	5%
109	109	-	0%	Telecom	363	436	73	17%
166	166	-	0%	Construction & Maintenance	491	663	172	26% ^(G)
1,567	1,567	-	0%	Depreciation	5,972	6,266	294	5%
4,631	4,631	-	0% ^(d)	Total Operating Expenses	17,435	18,941	1,506	8%
\$ 1,690	\$ 2,040	\$ (350)	(17%)	Operating Income/(Loss)	\$ 9,311	\$ 8,088	\$ 1,224	15%

**Burbank Water and Power
Electric Fund (496)**

**Estimated Statement of Changes in Net Assets (1) (2)
MTD and FYTD October 2018**

(\$ in 000's)						
MTD FY 18-19	MTD Oct-18 Budget	\$ Variance (3)	% Variance	FYTD FY 18-19	FYTD Oct-18 Budget	\$ Variance (3) %
\$ 1,690	\$ 2,040	\$ (350)	(17%)	\$ 9,311	\$ 8,068	\$ 1,224 15%
181	181	-	0%	692	725	(32) (4%)
125	125	-	0%	514	502	13 2%
(361)	(361)	-	0%	(1,445)	(1,445)	(0) (0%)
(55)	(55)	-	0%	(238)	(219)	(20) (9%)
1,635	1,985	(350)	(18%)	9,073	7,869	1,204 15%
165	165	-	0%	204	609	(405) (67%) (H)
\$ 1,800	\$ 2,150	\$ (350)	(16%)	\$ 9,277	\$ 8,478	\$ 799 9%
				Net Change in Net Assets (Net Income)		
				Operating Income/(Loss)		
				Other Income/(Expenses)		
				Interest Income		
				Other Income/(Expense) (5)		
				Bond Interest/ (Expense)		
				Total Other Income/(Expenses)		
				Net Income		
				Capital Contributions (AIC)		

1. After the passing of Measure T in June 2018, electric utility bills now reflect a separate line item in the amount of the utility transfer to the City. Reported electric retail revenues and expenses on the utility's financial statements do not reflect the transfer; and the transfer no longer impacts the utility's financial results. This change in financial reporting took effect with July 2018 financial reporting and should be taken into account when comparing results to prior periods.
2. This report may not foot due to rounding.
3. () = Unfavorable
4. Other Revenues include transmission, telecom and internet revenues as well as other items such as damaged property recovery, connection fees, late fees, and tampering fees.
5. Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets, as well as BABS subsidy.

Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets - Footnotes
MTD October 2018
(\$ in 000's)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Electric Usage in MWh	91,333	99,416	(8,083)	NEL is 8.13% lower than budget due to conservation. For the month of October average high temperature was 81.7°F and the 15 year average high temperature was 81.5°F. MTD CDD were 264 versus the 30 year average of 128.
b.	Other Revenues	595	595	-	Other revenues have not closed for October 2018 and are estimated at budgeted values.
c.	Retail Power Supply & Transmission	8,191	8,943	752	The favorable variance is primarily attributable to the delayed delivery of renewable energy due to a maintenance outage on the Pacific DC line (\$522k), economic dispatch, the managing and optimizing of resources by taking advantage of lower energy prices to meet system load (\$285k), lower retail load (\$232k), and lower than planned transmission expenses (\$98k). These savings are offset slightly by the timing of FY 17-18 true up credits (\$385k).
d.	Total Operating Expenses	4,631	4,631	-	Expenses have not closed for October 2018 and are estimated at budgeted values.

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Changes in Net Assets - Footnotes
FYTD October 2018
(\$ in 000's)**

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Electric Usage in MWh	441,937	440,502	1,435	- NEL is 0.33% higher than budget due to warmer than normal temperatures. FYTD average high temperature was 87.5°F and the 15 year average high temperature was 86.0°F. FYTD CDD were 1,226 versus the 30 year average of 1,046.
B.	Retail Sales	67,265	65,649	1,616	- Retail revenues correspond with the demand.
C.	Other Revenues	2,062	2,381	(319)	- Other revenues include items such as damaged property recovery, connection fees, late fees, and tampering fees which tend to fluctuate.
D.	Retail Power Supply & Transmission	43,170	41,555	(1,615)	- The unfavorable variance is primarily attributable to higher energy and fuel prices (\$1,009k), a ten day unplanned outage at IPP (\$630k), an unplanned outage at MPP (\$531k), the timing of FY 17-18 true up credits than planned (\$385k), and higher retail load (\$92k). These expenses are offset slightly by the delayed delivery of renewable energy due to a maintenance outage on the Pacific DC line (\$522k), lower than planned O&M expenses (\$375k) and lower than planned transmission expenses (\$133k).
E.	Finance, Fleet, & Warehouse	839	1,091	252	- The favorable variance is primarily attributable to timing of expenditures for software, auto equipment maintenance & repair, and professional services.
F.	Customer Service, Marketing & Conservation	1,457	1,806	349	- The favorable variance is primarily attributable to timing of expenditures for professional services, software, and salary savings due to vacant positions.
G.	Construction & Maintenance	491	663	172	- The favorable variance is primarily attributable to timing of expenditures for building grounds maintenance & repair, custodial services, private contractual services, and receiving credit for higher than planned O&M work performed for other departments.
H.	Capital Contributions (AIC)	204	609	(405)	- The unfavorable variance is primarily attributable to the timing of AIC projects.

**Burbank Water and Power
Electric Fund (496)
Estimated Statement of Cash Balances ^(a)
(\$ in 000's)**

	Oct-18	Sep-18	Aug-18	Jun-18	Jun-17	Recommended Reserves	Minimum Reserves
Cash and Investments							
General Operating Reserve	\$ 80,095	\$ 75,382	\$ 75,340	\$ 78,993	\$ 70,572	\$ 52,010	\$ 37,570
Capital & Debt Reduction Fund	10,000	10,000	10,000	10,000	10,000	21,000	5,200
BWP Projects Reserve Deposits at SCPPA	16,560	16,541	16,525	16,492	15,787		
Sub-Total Cash and Investments	<u>106,655</u>	<u>101,922</u>	<u>101,865</u>	<u>105,485</u>	<u>96,358</u>	<u>73,010</u>	<u>42,770</u>
Capital Commitments	(5,425) ^(b)	(5,530)	(5,639)	(6,740)	(16,446)		
Customer Deposits	(2,797)	(3,339)	(4,870)	(5,432)	(4,533)		
Public Benefits Obligation	(6,613)	(6,341)	(6,155)	(5,549)	(4,520)		
Pacific Northwest DC Inter tie	(5,113)	(6,406)	(6,406)	(7,455)	(8,765)		
Low Carbon Standard Fuel ^(c)	(1,242)	(1,242)	(1,251)	(1,251)	-		
Cash and Investments (less Commitments)	<u>85,463</u>	<u>79,064</u>	<u>77,545</u>	<u>79,059</u>	<u>62,095</u>	<u>73,010</u>	<u>42,770</u>

^(a) The Statement of Cash Balances may not add up due to rounding.

^(b) Denotes capital commitment for the Ontario Distribution Station and 4kV to 12kV conversion of circuits.

^(c) Denotes funds reserved related to the sale of Low Carbon Standard Fuel (LCSF) credits.

Estimated October 2018 Budget to Actual P&L Variance Highlights - Electric Fund
(in 000's)

	Variance Month-to-Date	
	Favorable Items	Unfavorable Items
		Budget to Actual Variance
<u>MTD NET INCOME/(LOSS): \$1,635</u>		\$ (350) \$ (350)
<u>MTD GROSS MARGIN VARIANCE</u>		
Retail Sales		(1,062) (1,062)
Power Supply and Transmission		
- Delayed delivery of renewable energy	522	522
- Economic dispatch	285	285
- Lower retail load	232	232
- Lower than planned transmission expenses	98	98
- Timing of true-up credits		(385) (385)
Wholesale Margin		(40) (40)
Total	<u>1,137</u>	<u>(1,487) (350)</u>

Estimated October 2018 Budget to Actual P&L Variance Highlights - Electric Fund
(in 000's)

	Variance Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>FYTD NET INCOME: \$9,073</u>	1,204		1,204
<u>FYTD GROSS MARGIN VARIANCE</u>			
Retail Sales	1,616		1,616
Power Supply and Transmission			
- Higher energy and fuel prices		(1,009)	(1,009)
- A ten day unplanned outage at IPP		(630)	(630)
- A seven day unplanned outage at MPP		(531)	(531)
- Timing of true up credits		(385)	(385)
- Higher retail load		(92)	(92)
- Delayed delivery of renewable energy	522		522
- Lower than planned O&M expenses	375		375
- Lower than planned transmission expenses	133		133
Wholesale Margin	35		35
Other Revenues		(319)	(319)
Total	<u>2,681</u>	<u>(2,966)</u>	<u>(285)</u>
<u>FYTD EXPENSE AND OTHER VARIANCES</u>			
Customer Service, Marketing & Conservation	349		349
Depreciation expense	294		294
Finance, Fleet, & Warehouse	252		252
Construction & Maintenance	172		172
Distribution	168		168
Telecom	73		73
All other	181		181
Total	<u>1,489</u>	<u>-</u>	<u>1,489</u>

**Burbank Water and Power
Water Fund (497)**

**Estimated Statement of Changes in Net Assets ⁽¹⁾
MTD and FYTD October 2018
(\$ in 000's except Gallons)**

MTD FY 18-19	MTD Oct-18 Budget	\$ Variance ⁽²⁾	% Variance		FYTD FY 18-19	FYTD Oct-18 Budget	\$ Variance ⁽²⁾	% Variance
472	479	(7)	(1%)	Water put into the system in Millions of Gallons	2,041	2,035	6	0%
97	104	(8)	(7%) ^(a)	Metered Recycled Water in Millions of Gallons	434	434	(0)	(0%)
Operating Revenues								
\$ 2,570	\$ 2,696	\$ (126)	(5%) ^(b)	Potable Water	\$ 11,047	\$ 11,221	\$ (174)	(2%)
377	417	(41)	(10%) ^(c)	Recycled Water	1,731	1,738	(7)	(0%)
74	70	4	5%	Other Revenue ⁽³⁾	274	252	22	9%
3,021	3,184	(163)	(5%)	Total Operating Revenues	13,052	13,211	(159)	(1%)
1,121	1,105	(16)	(1%)	Water Supply Expense	4,776	4,679	(97)	(2%) ^(A)
1,900	2,078	(179)	(9%)	Gross Margin	8,276	8,531	(256)	(3%)
Operating Expenses								
609	609	-	0%	Operations & Maintenance - Potable	2,319	2,432	113	5% ^(B)
147	147	-	0%	Operations & Maintenance - Recycled	534	589	55	9% ^(C)
195	195	-	0%	Allocated O&M	655	815	159	20% ^(D)
169	169	-	0%	Transfer to General Fund for Cost Allocation	669	676	7	1%
348	348	-	0%	Depreciation	1,334	1,392	58	4%
1,468	1,468	-	0% ^(d)	Total Operating Expenses	5,511	5,903	392	7%
Other Income/(Expenses)								
16	16	-	0%	Interest Income	75	63	12	19%
44	44	-	0%	Other Income/(Expense) ⁽⁴⁾	176	178	(1)	(1%)
(160)	(160)	-	0%	Bond Interest/(Expense)	(637)	(638)	1	0%
(99)	(99)	-	0%	Total Other Income/(Expenses)	(386)	(398)	12	3%
332	511	(179)	(35%)	Net Income/(Loss)	2,379	2,230	148	7%
28	28	-	0%	Aid in Construction	174	111	62	56% ^(E)
\$ 360	\$ 539	\$ (179)	(33%)	Net Change in Net Assets (Net Income)	\$ 2,552	\$ 2,342	\$ 211	9%

1. This report may not foot due to rounding.

2. () = Unfavorable

3. Other Revenue includes items such as damaged property recovery, connection fees, late fees, and tampering fees.

4. Other Income/(Expense) includes miscellaneous revenue from the sale of scrap materials, inventory, and assets.

Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
MTD October 2018
(\$ in 000's except Gallons)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
a.	Recycled Water Usage in Millions of Gallons	97	104	(8)	Recycled water sales are lower than planned due to lower than planned irrigation.
b.	Potable Water Revenue	2,570	2,696	(126)	MTD Potable water revenues correspond with demand.
c.	Recycled Water Revenue	377	417	(41)	MTD Recycled water revenue corresponds with the demand.
d.	Total Operating Expenses	1,468	1,468	-	Expenses, other than water supply expense, have not closed for October 2018 and are estimated at budgeted values.

Burbank Water and Power
Water Fund (497)
Estimated Statement of Changes in Net Assets - Footnotes
FYTD October 2018
 (\$ in 000's except Gallons)

Foot-note #	Accounts/Description	Actual	Budget	Variance to Budget	Explanation
A.	Water Supply Expense	4,776	4,679	(97)	Water supply expense corresponds with demand.
B.	Operations & Maintenance - Potable	2,319	2,432	113	- The favorable variance is attributable to the timing of expenditures for professional services, special departmental supplies, and street & pavement repair.
C.	Operations & Maintenance - Recycled	534	589	55	- The favorable variance is attributable to the timing of expenditures for professional services.
D.	Allocated O&M	655	815	159	- The favorable variance is attributable to lower than planned allocated expenses (Finance, Customer Service, and Construction & Maintenance) from the Electric Fund.
E.	Aid in Construction	174	111	62	- The favorable variance is attributable to the timing of AIC projects.

**Burbank Water and Power
Water Fund (497)
Estimated Statement of Cash Balances ^(a)
(\$ in 000's)**

	Oct-18	Sep-18	Aug-18	Jun-18	Jun-17	Recommended Reserves	Minimum Reserves
Cash and Investments							
General Operating Reserves	\$ 13,191	\$ 12,419	\$ 11,557	\$ 10,925	\$ 9,542	\$ 12,630	\$ 8,070
Capital Reserve Fund	2,220	2,220	2,220	2,220	2,220	5,200	1,300
Sub-Total Cash and Investments	<u>15,411</u>	<u>14,639</u>	<u>13,777</u>	<u>13,145</u>	<u>11,762</u>	<u>17,830</u>	<u>9,370</u>
Customer Deposits	(1,079)	(1,084)	(1,055)	(607)	(786)		
Capital Commitments	0 ^(b)	(140)	(140)	(140)	(228)		
Cash and Investments (less commitments)	<u>14,333</u>	<u>13,415</u>	<u>12,582</u>	<u>12,397</u>	<u>10,749</u>	<u>17,830</u>	<u>9,370</u>

^(a) The Statement of Cash Balances may not add up due to rounding.

^(b) Capital commitment for the recycled water I-5 Freeway second tie crossing project paid in October.

Estimated October 2018 Budget to Actual P&L Variance Highlights - Water Fund
(in 000's)

	Variance Month-to-Date	
	Favorable Items	Unfavorable Items
		Budget to Actual Variance
<u>MTD NET INCOME (LOSS): \$332</u>		(179)
<u>MTD GROSS MARGIN VARIANCE</u>		
Potable Revenues		(126)
Recycled Revenues		(41)
Other Revenue	4	4
Water Supply Expense		(16)
Total	4	(183)


Estimated October 2018 Budget to Actual P&L Variance Highlights - Water Fund
(in 000's)

	Variance Fiscal Year-to-Date		
	Favorable Items	Unfavorable Items	Budget to Actual Variance
<u>FYTD NET INCOME: \$2,379</u>	148		148
<u>FYTD GROSS MARGIN VARIANCE</u>			
Potable Revenues		(174)	(174)
Recycled Revenues		(7)	(7)
Other Revenue	22		22
Water Supply Expense		(97)	(97)
Total	<u>22</u>	<u>(278)</u>	<u>(256)</u>
<u>FYTD O&M AND OTHER VARIANCES</u>			
Allocated O&M	159		159
Potable Water O&M	113		113
Depreciation Expense	58		58
Recycled Water O&M	55		55
All Other	19		19
Total	<u>404</u>	<u>-</u>	<u>404</u>

memorandum

DATE: November 20, 2018

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 

SUBJECT: November 19, 2018 Transportation Commission Meeting Synopsis

- Staff provided their six month ridership report on the BurbankBus Golden State Circulator fixed route service. Ridership has been low over the six month trial period. Ridership during the six month period has been approximately 600 trips per month, which equates to a cost per ride of approximately \$24. This is much higher than the system average cost per ride. Ridership on the Airport Authority's direct shuttle between the station and the Airport terminal during the same period was approximately 350 trips per month. Based on these ridership figures, staff is considering adjusting the service to operate during the peak period only. Long-term changes could include eliminating the service, combining the service with another route as part of a larger change, and implementing an appointment-based, on-demand service.
- The Commission recommended that the City eliminate the BurbankBus Golden State Circulator fixed route bus service, citing the low ridership.
- Staff continued the discussion of the results of the Comprehensive Operational Analysis. The discourse touched on route alignments, cost considerations, the larger regional transit system at large, and changing demographic and employment patterns.
- The Commission recommended retaining the BurbankBus Senior/Disabled service but asked staff to explore methods for reducing the cost of the service.
- The Commission recommended the following for the fixed-route service:
 - The Commission reiterated the service objectives adopted in April 2018 for the BurbankBus fixed route service. BurbankBus routes should be:
 - Point to point service,
 - 15 minute frequency,
 - Regional transit hub connections,
 - All day service
 - The Commission recommended reconfiguring the fixed route bus system to include only three routes:
 - From the Downtown Burbank Metrolink Station to the Universal City LA Metro Station.
 - From the North Hollywood LA Metro Station to Downtown Burbank along Magnolia Boulevard.
 - From the North Hollywood LA Metro Station to the Hollywood-Burbank Airport with possible service to the Empire Center area.



memorandum

DATE: December 4, 2018
TO: Ron Davis, City Manager
FROM: Patrick Prescott, Community Development Director 
SUBJECT: **Planning Board Actions of December 3, 2018**

At the Special meeting of December 3, 2018, the Planning Board discussed the following items:

Public Hearing

1. **Project No. 18-0000368 | Appeal of a Single Family Special Development Permit (SFSDP) and Hillside Development Permit (HDP) | 3147 Mesa Verde Drive**

The Board was presented with an appeal of the Community Development Director's approval of a Single Family Special Development Permit and Hillside Development Permit. The project was a request to construct a new two-story, 3,551 sq. ft. single family dwelling with attached three car garage. The Board unanimously voted to deny the appeal and made the findings to approve the project.

Attendance

Present: Rizzotti, Hadian, Liu, Atteukenian.
Absent: Eaton (Recused)

memorandum

DATE: November 29, 2018

TO: Ron Davis, City Manager

FROM: Patrick Prescott, Community Development Director 
Via: Simone McFarland, Assistant Community Development Director 
By: Mary Hamzoian, Economic Development Manager 

SUBJECT: Tracking List Item #2156 - 2019 Downtown Burbank Car Classic Event Schedule

At the City Council meeting of August 14, 2018, City Council requested that staff look into the possibility of extending the time of the Annual Downtown Burbank Car Classic event. The Downtown Burbank Car Classic is entirely funded and managed by the Downtown Burbank Partnership (Partnership). The Partnership's goal in this event is to create awareness of Downtown Burbank and generate additional sales tax revenues for merchants and restaurants in Downtown.

Currently, the annual Car Classic event takes place in Downtown Burbank along San Fernando Boulevard between Magnolia Boulevard and Angeleno Avenue from 3:00pm to 9:00pm. Due to the nature of the event, City streets are closed to thru traffic from 6:00am to 11:30pm on the day of the event to accommodate event set-up and tear-down. Vehicles and vendors participating in the event are advised to arrive by 12:00pm to prepare. Although the event does not officially open to the public until 3:00pm, historically crowds begin to arrive at about 1:00pm.

Many participating car exhibitors have indicated that they would like to leave the event earlier than the current 9:00pm end time as they do not feel comfortable staying on-site with their vehicles for a period generally longer than eight (8) hours and driving home in the dark.

Staff has determined that the best course of action to accommodate Council's request to extend the event time is to extend the exhibition hours on the VIP block from Olive Avenue to Angeleno Avenue until 9:30PM. This extension will allow guests extra time to view the specialty cars from film and television, and will still accommodate the needs of those exhibiting their vehicles along San Fernando Blvd who are individual car owners and often prefer to leave earlier. Additionally, by extending the event hours only on one block, the Burbank Police Department will still be able to facilitate exhibitor car departure beginning at 9:00PM, which will alleviate some congestion in the area as streets begin to re-open to traffic.

With this additional 30 minutes, the street closure should only need to be extended by 30 minutes to 12:00 AM, which will also keep the total Downtown Burbank closure time to a minimum and maintain reasonable closure costs.

Once the new event time has been tested in 2019, the Partnership and staff will seek to make any necessary adjustments to continue accommodating the ongoing needs of the merchants, visitors, and residents in Downtown.



December 6, 2018

CANCELLATION NOTICE OF THE REGULAR MEETING AND
CALL AND NOTICE OF A SPECIAL MEETING
OF THE
BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

NOTICE is hereby given that the regular meeting of the Burbank-Glendale-Pasadena Airport Authority scheduled for Monday, December 17, 2018, at 9:00 a.m., has been canceled.

NOTICE is hereby given that a special meeting of the Burbank-Glendale-Pasadena Airport Authority will be held Monday, December 10, 2018, at 9:00 a.m., in the Airport Skyroom of Hollywood Burbank Airport, 2627 N. Hollywood Way, Burbank, California 91505.

Terri Williams, Board Secretary
Burbank-Glendale-Pasadena Airport Authority



SPECIAL COMMISSION MEETING

AGENDA

DECEMBER 10, 2018

BURBANK-GLENDALE-PASADENA AIRPORT AUTHORITY

Special Meeting of Monday, December 10, 2018

9.00 A.M.

The public comment period is the opportunity for members of the public to address the Commission on agenda items and on airport-related non-agenda matters that are within the Commission's subject matter jurisdiction. At the discretion of the presiding officer, public comment on an agenda item may be presented when that item is reached.



Members of the public are requested to observe the following decorum when attending or participating in meetings of the Commission:

- *Turn off cellular telephones and pagers.*
- *Refrain from disorderly or boisterous conduct, including loud, threatening, profane, or abusive language, clapping, whistling, stamping, or other acts that disrupt or otherwise render unfeasible the orderly conduct of the meeting.*
- *If you desire to address the Commission during the public comment period, fill out a speaker request card and present it to the Board Secretary.*
- *Confine remarks to agenda items or to airport-related non-agenda matters that are within the Commission's subject matter jurisdiction.*
- *Limit comments to five minutes or to such other period of time as may be specified by the presiding officer.*



The following activities are prohibited:

- *Allocation of speaker time to another person.*
- *Video presentations requiring use of Authority equipment.*



Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Authority to the Commission less than 72 hours prior to that meeting are available for public inspection at Hollywood Burbank Airport (2627 Hollywood Way, Burbank) in the administrative office during normal business hours.



In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the Board Secretary at (818) 840-8840 at least 48 hours prior to the meeting.

AGENDA

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENT
5. CONSENT CALENDAR
 - a. Committee Minutes
(For Note and File)
 - 1) Operations and Development Committee
 - (i) October 15, 2018 **[See page 1]**
 - (ii) October 18, 2018 **[See page 3]**
 - 2) Finance and Administration Committee
 - (i) October 15, 2018 **[See page 6]**
 - 3) Legal, Government and Environmental Affairs Committee
 - (i) August 20, 2018 **[See page 8]**
 - b. Commission Minutes
(For Approval)
 - 1) November 5, 2018 **[See page 11]**
 - c. Treasurer's Report
 - 1) August 2018 **[See page 17]**
 - d. Consent to Sublease Between Ameriflight LLC
and Delux Public Charter LLC **[See page 41]**
6. ITEMS FOR COMMISSION APPROVAL
 - a. Award of Design-Build Agreement to Charles Pankow
Builders, LTD. - Award of Purchase Order to
G&S Airport Conveyor for Terminal B Security Checkpoint
and Ticket Counter Renovation Project Number E18-15 **[See page 55]**
 - b. Approval of Change Order #2 to The Stone Collector
for Building #36 Data Server Room Upgrades
Project Number E17-01 **[See page 60]**

- c. Award of Contract - Elevators Etc. LP for Elevator, Escalator and Moving Walkway Inspection, Maintenance and Repair Services **[See page 67]**
- d. Award of Contract Amendment - RS&H California, Inc. Replacement Passenger Terminal Project Environmental Impact Statement **[See page 70]**
- e. Award of Professional Services Agreement – MIG, Inc. For Public Design Charrette Workshops Facilitator **[See page 71]**
- 7. ITEMS FOR COMMISSION DISCUSSION
 - a. Update: FAA Community Meetings of November 7 and 8 **[See page 77]**
- 8. ITEMS FOR COMMISSION INFORMATION
 - a. Announcement of New Vehicle Charging Stations **[No Staff Report]**
 - b. September 2018 Parking Revenue Statistics **[No Staff Report]**
 - c. October 2018 Parking Revenue Statistics **[No Staff Report]**
 - d. September 2018 Transportation Network Companies ("TNC") **[No Staff Report]**
 - e. October 2018 Transportation Network Companies ("TNC") **[No Staff Report]**
 - f. September 2018 Passenger/Cargo and Regional Airport Passenger Statistics **[See page 94]**
 - g. October 2018 Passenger/Cargo and Regional Airport Passenger Statistics **[See page 97]**
- 9. CLOSED SESSION
 - a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (California Government Code Section 54957(b))
Title: Executive Director
 - b. CONFERENCE WITH LABOR NEGOTIATOR (California Government Code Section 54957.6)
Authority Representative: Terence R. Boga, Esq.
Unrepresented Employee: Frank R. Miller
- 10. COMMISSIONER COMMENTS
(Updates and information items, if any)
- 11. ADJOURNMENT